

Retention and Classification Report

Agency: North Utah Valley Animal Services Special Service District (3395)
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Lindon, UT 84042
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Records Officer Alyssa Ray

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AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28346

3

TITLE: Administrative board meeting agenda

DATES: 2010-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 1.

AUTHORIZED: 07/18/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28346

TITLE: Administrative board meeting agenda

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28347

3

TITLE: Administrative board meeting minutes

DATES: 2006 -

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office permanently.

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28347

TITLE: Administrative board meeting minutes

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28356

3

TITLE: Animal adoption contract

DATES: 2006 -

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

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All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28356

TITLE: Animal adoption contract

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28357

3

TITLE: Animal intake form

DATES: 2006 -

ARRANGEMENT: Numerical by intake number

DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28357

TITLE: Animal intake form

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28359

3

TITLE: Animal license records

DATES: 2006 -

ARRANGEMENT:

DESCRIPTION:

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

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All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28359

TITLE: Animal license records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28363

3

TITLE: Computer daily cash receipts

DATES: 2012 -

ARRANGEMENT: Chronological

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 10.

AUTHORIZED: 07/25/2013

FORMAT MANAGEMENT:

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All Formats: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28358

3

TITLE: Controlled substances euthanasia log

DATES: 2006 -

ARRANGEMENT: Chronological

DESCRIPTION:

This log documents the amount of controlled substances (e.g., sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

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All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28358

TITLE: Controlled substances euthanasia log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28361

3

TITLE: Owner surrender form

DATES: 2006 -

ARRANGEMENT: Chronological

DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 5 years.

DISPOSITION:

.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

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All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28361

TITLE: Owner surrender form

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28362

3

TITLE: Visitor registration log book

DATES: 2006 -

ARRANGEMENT: Chronological by date

DESCRIPTION:

These records are a registration log of all visitors to the North Utah Valley Animal Services' animal shelter facility. The records contain the date and time of visit, as well as the visitor's name, phone number, and city of residence.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 16, Item 15.

AUTHORIZED: 07/31/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: North Utah Valley Animal Services Special Service District

SERIES: 28362

TITLE: Visitor registration log book

(continued)

PRIMARY CLASSIFICATION:

Public